



# USAID | UKRAINE

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: USAID-07-2018**

**ISSUANCE DATE:** 08/14/2018

**CLOSING DATE/TIME:** 08/28/2018

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC)**

Dear Prospective Offerors:

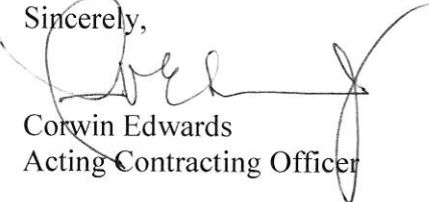
The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

  
Corwin Edwards  
Acting Contracting Officer

## **I. GENERAL INFORMATION**

- 1. SOLICITATION NO.: USAID-07-2018**
- 2. ISSUANCE DATE: 08/14/2018**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: 08/28/2018 at 6:00 p.m. Kyiv Time**
- 4. POSITION TITLE: Project Management Specialist (TB & Infectious Diseases)**
- 5. MARKET VALUE: Equivalent to FSN-11** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of the US Embassy in Kyiv. Final compensation will be negotiated within the market value.
- 6. PERIOD OF PERFORMANCE: Two years with a possible extension**
- 7. PLACE OF PERFORMANCE: Kyiv, Ukraine**
- 8. SECURITY LEVEL REQUIRED: Facility Access**
- 9. STATEMENT OF DUTIES:**

The USAID Project Management Specialist for TB & Infectious Diseases is posted in the Office of Health (OH), USAID/Ukraine and serves as the Cooperating Country National (CCN) advisor on the tuberculosis (TB) portfolio which includes TB/HIV co-infection and hepatitis C (Hep C). The incumbent will collaborate closely with Office of Health (OH) staff and liaise with colleagues from the USG, Government of Ukraine (GOU), UN technical agencies, the World Bank (WB), other donors, and implementing partners. The incumbent will provide strategic, management, and technical advice to the USAID/Ukraine Mission and OH on TB and infectious diseases, serve as a senior technical liaison to the Global Fund (GF), and represent the Mission to the GOU, oblast health authorities, international technical organizations, and other collaborating partners. S/he will serve as a principal TB technical resource on the GF's Country Coordination Mechanism (CCM) and other relevant technical working groups.

The Project Management Specialist for TB & Infectious Diseases will serve as a senior Agreement/Contracting Officer Representative (AOR/COR) and activity manager for key activities covering governance, health financing and management information, logistics and supply chain, human resources for health, and monitoring and evaluation. The incumbent will provide critical input into USAID/USG planning and performance reports for USAID and the President's Emergency Plan for AIDS Relief (PEPFAR) including, but not limited to, Operational Plans, Country Operational Plans (COPs), Semi-Annual Program Reports (SAPRs), and Performance Management Plans (PMPs). The specialist will perform a full range of research, consultative/advisory, planning, analysis, management, reporting, and monitoring and evaluation functions. S/he will have broad-based responsibilities in the design, implementation and evaluation of TB & Infectious Disease activities within the health portfolio. The incumbent will work directly

with implementing partners to strengthen the programmatic, financial, and operational capacities of the Ukrainian National Public Health Center. The Project Management Specialist for TB & Infectious Diseases may support health reform by managing activities that pilot test the integration, quality, and sustainability of health services at the primary health care level and encouraging the scale-up of activities. The incumbent may travel up to 15% of his/her time within Ukraine.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **A. Strategic Planning and Coordination (45%)**

- Provide technical, strategic, and programming support on TB, TB/HIV, Hep C; prepare or review strategies and program plans and incorporate evidence-based best practices into Mission interventions.
- Coordinate, plan, and program USAID/USG-assisted health programs with GOU, Global Fund, UN technical agencies, and other donors and USAID partners. Track implementation of Global Fund-supported programs.
- Prepare briefing materials, talking points, and other relevant documents for the USAID Program Office, senior USG leadership, USAID/W, PEPFAR, and other relevant audiences.
- Monitor and evaluate TB/HIV activities based on PEPFAR policies and strategies for Ukraine; ensure support and effective response to GOU priorities and strategies.
- Conceptualize and design new projects. Serve on relevant technical panels to evaluate program descriptions.
- Coordinate with OH team responsible in the USAID/USG health portfolio to be fully knowledgeable about activities, seek opportunities to integrate activities. Maintain strong collaborative relationships with other teams within USAID.
- Serve as site officer for VIP delegations and provide concise, informative briefings on the status of TB, TB/HIV, and Hep C services in Ukraine the USG response to support these programs.
  - Stay abreast of current technical and clinical trends and international developments in TB, TB/HIV, and Hep C.
  - Assist strengthening the coordination and leveraging of TB, TB/HIV, Hep C funds with non-USAID partners.
  - Keep abreast of best practices and policies and current research on health activities relevant to the USG through online courses, professional literature, and other resources.

### **B. Management and technical support to Program Activities (40%)**

- Serve as Contracting/Agreement Officer's Representative (AOR/COR) responsible for managerial and technical oversight of implementing partners
- Provide oversight of planning and implementation of activities to ensure achievement of expected results; provide technical guidelines to implementing partners and oversee implementation progress.
- Participate in ongoing planning, management, and reporting on program activities.
- Support program monitoring and evaluation, including field visits to directly observe USAID-supported activities. Ensure that performance monitoring systems are in place and that periodic, reliable indicators have been established and that projects are collecting and analyzing valid data and disseminating them appropriately.
- Draft relevant sections of USG/USAID planning and performance reports including, but not limited to Operational Plans (OPs), Semi-Annual Program Reports (SAPRs), Program Management Plans (PMPs), and Performance Plans and Reports (PRPs). Review key annual plans, quarterly reports, and financial management statements.

- Provide ongoing technical assistance, training and consultation support to implementing partners on the development and implementation on TB, TB/HIV, Hep C activities.
- Assist in preparing technical and programmatic documentation on USAID assistance for a variety of audiences. Prepare concept papers and results frameworks, results packages and background papers on TB, TB/HIV, Hep C.
- Participate on behalf of USAID/Ukraine OH in technical, policy and strategic meetings as directed.
- Analyze national TB, TB/HIV, Hep C surveillance data.
- Ensure implementing partner performance monitoring systems are operating effectively; that reliable indicators are defined, collected and analyzed routinely, and the systems comply with USAID and international standards.

### **C. Representation (15%)**

- Represent the Office of Health at routine Mission and Embassy meetings, and with USAID/W and other development partners. Represent the OH at GOU, other stakeholders' professional and official meetings and events.

**SUPERVISORY RELATIONSHIP:** The Project Management Specialist will be supervised by the Office Health Director.

## **10. AREA OF CONSIDERATION: Open to All Interested CCN (Cooperating Country National).**

AIDAR, Appendix J, 1. (b) Definitions:

(6) "Cooperating country" means the country in which the employing USAID Mission is located.

(7) "Cooperating country national" ("CCN") means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

**NOTE: ALL CCNs MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.**

## **11. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

**12. POINT OF CONTACT:** USAID/HR, email at [kyivvacancies@usaid.gov](mailto:kyivvacancies@usaid.gov) .

## **13. SUBMIT APPLICATIONS TO:**

**Human Resources Office**

[KyivHR@state.gov](mailto:KyivHR@state.gov) **Include vacancy number and position title in the subject line of your email and on your application.**

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

**Education:** A minimum of master's degree in social science and/or public health is required.

**Prior Work Experience:** Minimum of five years of managing and implementing public health programs. Demonstrated experience working effectively with country program managers, policy makers and health service providers.

**Language Proficiency:** Comprehensive written and oral English and native facility in Ukrainian and Russian language skills are required. Level IV fluency in English, Ukrainian and Russian:- fluency in both written and spoken language, including the ability to translate, on occasion when the job holder may need to act as an interpreter. The ability to write highly technical health program-related documentation in English is essential.

**Skills and Abilities:** A high level of analytical skills, professional expertise, and sound independent judgment is required. Experience in public health program design, management and assessment or evaluation is desired. Must be able to independently establish/maintain contacts with senior level officials of the host government, other donor representatives. Also required are (a) skills in monitoring and evaluation, (b) expertise in tracking budgets and conducting budget analysis; (c) demonstrate to work flexibility and meet multiple deadlines, (d) excellent communication skills, including the ability to articulate USAID policies and strategies and to respond to questions about USAID's support in the health sector, and (e) ability to make presentation comfortably in front of small and large audiences.

## **III. EVALUATION AND SELECTION FACTORS**

After an initial application screening, the best qualified applicants may be invited for a written examination and to an oral interview.

Quality Ranking Factors (QRFs):

1. Education: 5 points
2. Experience: 25 points
3. Knowledge, Skills and Ability: 35 points
4. Interview Performance (including Language Proficiency): 25 points
5. References: 10 points

TOTAL POSSIBLE POINTS: 100 points

The successful candidate will be selected based on a review of his/her qualifications, work experience, skills, and abilities; an interview; and the results of reference checks. The hiring panel may check references that have not been specifically identified by applicants and may check references before or after a candidate is interviewed.

The candidate with the highest overall score will be selected based on the criteria above. The final phase of the selection process is the probationary period. The probationary period is three months.

**NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.**

#### **IV. PRESENTING AN OFFER**

1. Eligible Offerors are required to complete and submit the signed offer form **DS-174 form(s) in English, standard resumes and a cover letter(s)**.  
DS-174 in English is available on USAID/Ukraine website:  
<https://www.usaid.gov/forms/ds-174/pdf>
  - Applicants are required to submit the proof of the required education level.
  - Copies of all documentation that confirms your legal eligibility to work in this country
  - Any other documentation (e.g., essays, certificates, awards, driver license) that addresses the qualification requirements of the position as listed above
  - Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

#### **4. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms, needed to obtain medical and security clearances.

1. AID 1382-1, Medical History & Examination for Foreign Applicants
2. Questionnaire for Employment Authorization (US Embassy Kyiv form)
3. Authorization for Release of Information (US Embassy Kyiv's form)
4. Certificate of Criminal Records (obtained from the pertinent court)

#### **5. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:



1. **BENEFITS:**

Health and Life Insurance coverage

Defined Contribution Fund 12%

2. **ALLOWANCES (as applicable):**

1. Meal Allowances: The annual amount is \$853 for employees working on a full time basis.
2. Family Allowances: The mission provides a child allowance. Grants amounts are subject to change as determined by the Ukrainian State Budget Law.

6. **TAXES**

Local Employee Staff is responsible for paying local income taxes. The U.S. Mission does withhold yearend local income tax payments.

7. **USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf) .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
  - AAPD 16-03 Expanded Incentive Awards for Personal Services Contracts with Individuals
  - AAPD 06-08 AIDAR, Appendices D and J: Using the Optional Schedule to Incrementally Fund Contracts
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in

all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.